

# Mohamed FairoseKhan

## Customer Service Executive



### Contact Details

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**Passport No & DOI & DOE**

T 6762306, 18/09/19 17/09/2029

### Qualification

**Diploma in Computer Science**

**Technology – 2009** Sudharshan  
Polytechnic College, Pudukottai,  
India.

### Languages

English - Fluent  
Arabic – Fluent  
Hindi – Fluent  
Tamil - Native

### Software familiarity

- Adobe Photoshop
- MS Office
- In-Design
- Premier Pro
- After Effects – Web Graphics

### Summary

Seeking a customer service representative position where I can use my experience and communication skills to handle customer complaints and queries and deepen the relationship with customers.

### Skill Highlights

- Persuasive Speaking Skills
- Adaptability
- Clear Communication Skills
- Effective Listening
- Attentiveness
- Time Management
- Taking Responsibility

### Experience

**EDP Editing Data Purchase - 12/2021 to 06/2023****Kurinji Retails Traders, Kumbakonam India**

- Vendor Bills Cross Checking for Basic Cost, Discount, GST, SGST and CGST using Applications.
- Stock Checking for the products purchased.
- Compute MRP based on basic cost, discounts, and tax.
- Co-Ordinate with other teams for productivity improvements.
- To purchase the vendors orders and distribute the local branches

**Customer Service Executive - 10/2018 to 10/2021****Joy Alukkas Money Exchange, KUWAIT**

- Monitoring Competitors rate according to market situations.
- Remitting currencies from various countries
- Well versed in money product services.
- Monitoring all AML activities
- Record all foreign exchange transactions and check for money validity. Handling Customer complaints for case to case matters
- Process cash transactions from customer in national and foreign currencies.
- Making transactions with profitable RPT
- Following CBK rules and regulations.

**Graphic Designer- 11/2016 to 09/2018****Saba group of Companies, KUWAIT**

- Familiar Knowledge in Graphic designing and Creative Artworks.
- Using Social media platforms like facebook, Instagram, Youtube to upload our Products.
- Image Recreation and development, Making add film shoot and video editing works, and maintaining billing documents

**Senior Data Entry - 06/2011 to 10/2016****Nasserr Sports, KUWAIT**

- Worked in RIM department as Stock checking controller.
- To Receive the Shipment Items and store stock items upgrade system
- Highlighting any Discrepancies in data to senior managers
- Performing data review and cleanup process
- Annual stock checking maintenances and to send /received Mails manager, clients.